

ADMINISTRATIVE MEMO. NO. 12

December 16, 1942

TO DIVISION AND SECTION CHIEFS OF FBIS:

Christmas Holiday

The President of the United States advises that Christmas Day be observed throughout the Government service as a holiday, but not the adjoining days nor New Year's Day.

You have already received a memorandum indicating the limitations as to travel in connection with any annual leave during this holiday period.

Wherever possible, division and section chiefs of FBIS should arrange to allow Christmas Day off. Unfortunately there are some essential services that we must maintain on a 365-day-and-night basis. These are the monitoring, translating and wire services. The division and section chiefs will arrange for the minimum maintenance of these services on December 25th.

It may be that there are other individual cases where the President's general request that Christmas Day be observed as a holiday cannot be carried out. So far as possible, however, arrangements will be made for our staff to have Christmas as a holiday. They have richly deserved it.

I suggest that you make an immediate announcement regarding the holiday so that people can make their plans accordingly.

/s/ Robert D. Leigh

Robert D. Leigh
Director
Foreign Broadcast Intelligence Service